

Kentucky Department for Libraries & Archives

Serving Kentucky's Need to Know

Annual Report 2000-2001



K D L A C o m m u n i c a t i o n s T e a m

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Kentucky Department for Libraries & Archives

Annual Report 2000-2001





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From the Cabinet Secretary



During the past year, the Kentucky Department for Libraries and Archives (KDLA) has begun a grassroots public awareness campaign for public libraries. Those attending public forums in Paducah, Bowling Green, Georgetown, Pikeville and Somerset have provided KDLA with fresh ideas. “Grassroots” is an appropriate adjective for this statewide effort, because all of our good ideas eventually come from you, the citizens of our Commonwealth.

The public library is a place of equal opportunity for all—a user-friendly, everyman’s university, a place for public research, relaxation, education, community meetings and Internet access.

The “A” in KDLA is equally important, as KDLA is one of ten state agencies in America which combines archival and public records programs with its library mission. From the Archives Research Room in the Clark-Cooper Building on Coffee Tree Road, which provides the public with access to local, state, and judicial records from the Department’s permanent collection, to direct services for government agencies through the State Records Center, the State Archives Center, the Micrographics and Document Preservation Laboratories, and even through disaster assistance—the Public Records division of KDLA provides excellent services to its myriad customers. State and local government agencies are also the beneficiaries of its coordinated program of archival and records management assistance, which ensures the correct control of records from their creation to their final disposition.

So I welcome you to another annual report from this multi-faceted and successful agency. The Education, Arts and Humanities Cabinet is extremely proud and supportive of all its achievements, and wishes KDLA further success as it continues its missions to all Kentuckians!

A handwritten signature in dark ink that reads "Marlene M. Helm". The signature is fluid and cursive, with a horizontal line underneath it.

Marlene M. Helm, Secretary
Education, Arts and Humanities Cabinet

From the Commissioner



KDLA has faced many challenges during the period covered in this Annual Report, from serious budget shortfalls to increasing demands for services. After a long and arduous process to implement an innovative program instituted by HB 825, we got the Public Library Facilities and Construction Fund underway. This program allows KDLA to enter into long term Memoranda of Agreement with local libraries to finance public library facilities projects. The bottom line for this program means that counties which probably could never afford to build up the capital to do a construction or renovation project now can, and the state helps repay the debt they incur to do this.

Where KDLA used to offer two one-time cash grants of approximately \$350,000 each, and the library had to come up with the remainder needed to do a project, we were only able to help two libraries a year. With the first round of applications under the new program, we have been able to assist 12 counties initiate construction projects. This concept, along with the Public Library Services Improvement and Equalization Fund set up in HB 825, earned Rep. John Will Stacy from Morgan County the Public Library Advocacy Award from the Public Library Section of the Kentucky Library Association. When the financial pendulum swings back to a more favorable status, these two new funds will have established a benchmark body of public policy to undergird library development into the new century.

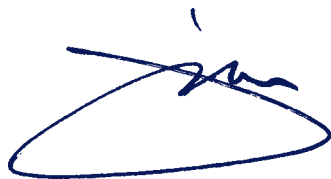
KDLA also began a new program to help people find government information more easily and in a more timely manner. "Find-It! Kentucky" utilizes new technological strategies to capture and organize information on Internet sites so that the average citizen can locate it more easily through a single gateway. With the help of the Natural Resources Cabinet, which provided the content to begin building the system, and assistance from a project KDLA funds through the University of Louisville, we have been able to begin implementation of this new "Government Information Locator Service," as have other states. Kentucky is building its system from the Washington State project and is integrating some of the Illinois procedures as well. The project has also been a good venue for integrating services within the Department itself with our State Library and Public Records divisions. As we grow this powerful new customer service initiative, we will begin to add state and local agencies.

From the Commissioner

We continue to work on KDLA's strategic plan, integrating it with the Cabinet's plan. All state Executive cabinets and agencies are now required to do this kind of planning. We also continue to emphasize training as we address the need for skilled staff who can provide quality services in a rapidly changing environment. Our public library trustee training has also been expanded and offered on a regional basis to help improve the quality of this critical element in our public library service.

Finally, we have just completed the most thorough and comprehensive study of our public records management needs ever done in Kentucky. Dr. Greg Hunter, our consultant, interviewed hundreds of state and local government workers to help us decide what must be done in the short term; and also planned for the long term, to better manage the transition of official documentation of our government from paper to electronic media. We now know we need to establish a digital archives for government records, a means for converting and preserving paper to electronic format. We have good documentation to support the needed construction of an addition to our Coffee Tree Road facility to accomplish this.

This first actual year of the new century has been challenging, but rewarding, as we set in place the planning, procedures, public policy and programs to help Kentucky transition into the new global village we have all been headed towards for some time. To paraphrase T.S. Elliot, "there's a helluva universe next door...let's go!"



James A. Nelson,
State Librarian & Commissioner

Customer Service

Summer Reading Successes

Using the theme, “It’s About Time,” Kentucky’s 2000 Summer Reading Program enrolled 81,488 children in 114 public library systems.

The theme for the summer reading 2001 was “Wild About Reading.” The program featured the global and Kentucky environments as points of departure for high-interest reading activities for children and families. Educators from the Kentucky Environmental Education Council and the Kentucky Department of Fish and Wildlife provided intensive training to prepare librarians. Their goal was to help students maintain reading skills during vacations from school. A record program registration of over 90,000 participants illustrated the program’s continuing success.

KDLA Videos & Films Assist Summer Reading

The library’s audiovisual staff prepared a mediaography of films and videos in the State Library’s collection which supported the Summer Reading Program theme “Wild About Reading.” The mediaography was distributed statewide to children’s librarians to assist them with planning for Summer Reading programming.

Early Childhood Development

KDLA launched its “Books Build Brighter Babies” promotion by providing all public libraries a package of collection development and graphics materials to support their services for infants and toddlers and their outreach to parents and caregivers. Each library also received a large number of posters encouraging early reading. Over a three-year period, the posters will be distributed to families, childcare centers, and community agencies.

Customer Service

Partnering with Friends of Kentucky Public Archives

The Public Records division partners with the Friends of Kentucky Public Archives to provide enhanced programming for the public. Major events sponsored during the last year were the Annual Archives Symposium, held at Eastern Kentucky University in conjunction with the Center for Kentucky History and Politics, to discuss current scholarly research using government records; and the Annual Kentucky Archives Institute, a workshop for the general public on using government records for genealogical and historical research. The Friends and KDLA jointly issue a quarterly newsletter, *For the Record*, that contains information of interest to users of government records.

The Friends also work with KDLA to prepare graduate students for careers in archives and records management. The Friends recently completed its fifteenth year sponsoring the Thomas D. Clark Internship in Archival Administration. These internships allow a graduate student to work part-time at KDLA while attending school, in order to gain practical experience in the archival field.

Partnering with the Kentucky Genealogical Society

The Kentucky Genealogical Society (KGS) continues to assist KDLA in acquiring secondary source materials for researcher use. During the past year, the KGS donated a replacement set of indexes to the Federal Census for Kentucky, one of the most heavily used resources in the Archives Research Room; purchased several rolls of microfilm from the National Archives and Records Administration, including the Freedmen's Bureau Records for Kentucky; and donated several volumes listed on KDLA's donations wish list.

State Library Forms Partnerships

The State Library entered into partnerships with the Governmental Services Center and the Kentucky Employees Assistance Program to provide supplementary information resources for the agencies' clients through the Library's web site. The Library's reference staff researched topics and created lists of materials in all formats. As a result of this work, many items have been added to the Library's collections.

What If All Kentucky Reads the Same Book?

Nearly 80 public libraries participated as partners in Kentucky Educational Television's (KET) statewide reading program, "What If All Kentucky Reads the Same Book?" Designed to "create excitement and a sense of community that crosses age, geographic and economic divisions," the program featured Barbara Kingsolver's The Bean Trees. In the final tally, an amazing 9,739 people committed to read the book!

Accessioning Records in the Archives Center

Fulfilling its mission of storing records of permanent value, the State Archives Center accessioned 4,281 cubic feet of government records, for a total holding of 88,197 cubic feet. Many more records were ready to be accessioned, but could not be, since the Archives Center is near capacity.

Accessioning Records in the State Records Center

The State Records Center continues to provide economical records storage for state agencies with a continuing need for access to recent records. The Center accessioned 16,802 cubic feet of records this fiscal year, as holdings increased to 140,394 cubic feet, up from 132,733 for FY 1999-2000.

Customer Service

Audio Book Collection Expanded

Recorded books on cassette and CD continue to be popular with state employees. In support of the Library's partnership with Governmental Services Center, additional emphasis has been placed on management-related titles, and more of these have been added to the Library's collection.

Kentucky Talking Book Library

The Kentucky Talking Book Library served some 5,274 blind and physically disabled library patrons with 212,110 recorded and Braille books, as well as 1,166 descriptive videos during the 2001 fiscal year.

This library, a part of KDLA's Field Services division, prides itself on the close personal relationships it builds with its patrons. This past year we helped a blind 71 year old woman get her college degree with a major in Behavioral Sciences and a minor in Education.

We also helped a visually impaired patron originally from Hart County who had lost her brother in World War II. His plane went down in a remote area of the Pacific, so he was not declared deceased until well into 1946 and missed being placed on the list of official war dead. We argued the case for her and his name finally was placed on that list for Hart County and Kentucky. The patron was thrilled that we were able to help her, especially as it was fifty-seven years after her brother's death. It was heartwarming to help her secure her brother's place in history, and to reconnect her family with the story of her brother's sacrifice.

Records Management Assistance to State & Local Government Agencies

Staff of the State Records Branch made almost 6,000 contacts with state government employees related to all aspects of records management, including schedule development and revision, electronic records management, microfilming and document imaging, and forms completion.

This includes numerous Circuit Court Offices that received direct assistance this year. Field visits were made to the following counties: Bell, Boyle, Carter, Carroll, Clay, Daviess, Fayette, Grant, Harlan, Hart, Jefferson, Madison, McLean, Rowan, Russell, Scott and Whitley.

Microfilming Records for Agencies

KDLA continues to provide reformatting services to state and local government through its microfilming and document-imaging program. Over eight million images were filmed or scanned during the past fiscal year, for numerous government clients, including the Court of Appeals, the Administrative Office of the Courts, the Department of Insurance, Kentucky State Police, Transportation Cabinet, and several school districts.

Library Survey Conducted

The State Library conducted an e-mail survey of selected state employees to learn about their information needs and preferred service delivery methods. Results of that survey indicated that state employees rely heavily on electronic resources and prefer direct delivery services of library materials.

Continuing Education Opportunities

KDLA provided numerous continuing education opportunities for public librarians and trustees. These activities lead to enhanced service and libraries that are better prepared for 21st century challenges. Among the 2000 - 2001 highlights:

Kentucky Library Trustees Association and KDLA partnered to sponsor "Trustee Grants" for public library board members to attend the 2001 KLA Public Library Section Conference.

Results of the 2000 census confirmed the need for increased library attention to diverse populations. KDLA responded with a one-day workshop on serving the Spanish-speaking community.

Trustee Institutes were again presented at locations across the state. Jack Short, an internationally recognized authority on library management, addressed the topic "Library Trustee Guidelines."

Customer Service

In cooperation with KET, two free teleconferences from the Illinois State Library were made available. The topics addressed were "Libraries as Learning Organizations" and "Careers and Education in Library and Information Science."

KDLA continued its partnership with the Greater Cincinnati Library Consortium by co-sponsoring a support-staff symposium entitled "Making Connections."

Emphasis on the planning process for public libraries continued with the presentation of a series of workshops. One session addressed "Planning for Results" for beginning planners and another focused on "Managing for Results" after the plan is complete.

A statewide conference for children's librarians, "Bytes, Babies, and Books," was held at Lake Cumberland State Park. 152 librarians attended.

Other timely topics addressed by KDLA continuing education events included "Managing Library Building Projects" and "Creating a Marketing Plan."

KDLA broadened its relationship with Lexington Community College by entering into an agreement for the facilitation of additional workshops.

State Agency Schedules on KDLA's Web Site

For the first time, access to state agency records retention schedules were made available through the KDLA web site. This will significantly reduce distribution of these documents in paper format. State agency schedules on the web include:

*Judicial Branch - Court of Justice: Post -1977
Revenue Cabinet
Department of Law (Office of the Attorney General)
Department of Insurance
Secretary of State*

Local records retention schedules were also added to the KDLA web site this year for the following:

*Local Government General Records Schedule
Coroners Schedule
Municipal Government Schedule
Public School Schedule
Sheriff Schedule
County Treasurer Schedule*

Film / Video Catalog

The audiovisual department published and distributed the 2001 Film/Video Catalog Supplement to Kentucky's public libraries and government agencies. The Supplement provides information on more than 500 new video and film titles available for loan to public libraries through the D/MAX Internet booking system and to other clients through phone, e-mail or fax.

KDLA Responds

The Field Services division continued to respond to its customers' needs by offering a full-time construction consultant. Current and anticipated demands for construction expertise required this important step.

Field Services also completed an intensive planning process that resulted in the document, "23 Characteristics of a Fully-Developed Library", and laid the foundations for assisting the Kentucky Library Association's efforts to create Standards for Kentucky Public Libraries.

Work of the State Archives & Records Commission

A new retention schedule for the Auditor of Public Accounts was approved. In addition, the Commission approved changes to the following schedules: Department of Charitable Gaming, Department of Corrections, Department of Education, Education Professional Standards Board, Department of Insurance, Department of Law, Legislative Research Commission, Department for Local Government, Department for Mental Health/Mental Retardation, Real Estate Commission, Revenue Cabinet, Department of State Police, Transportation Cabinet, Department of the Treasury, and the Workers' Compensation Funding Commission.

Customer Service

Strategic Planning in Progress

The State Library staff is engaged in a strategic planning process in order to better support and promote access to quality library services and information resources.

New Certification Manual

To guide librarians and trustees through the certification process, a revised Certification Manual was distributed. In an easy-to-use format, the Manual presents regulations, procedures, and forms.

Statistical Report

Current statistical data assists libraries and boards in their decision making. KDLA's Statistical Report of Kentucky Public Libraries, 1999-2000 was distributed and continued its role as a vital resource for libraries.

Staff Development Day

An annual Staff Development Day was implemented at KDLA as a means for improving productivity and morale by providing current agency information, work related training and unifying staff in a common purpose. "Working Smarter and Healthier" was the theme of the April, 2000 event, featuring speakers dealing with topics on managing stress, ergonomics, and the Kentucky Employee Assistance Program.

Addition of Statewide Genealogical Consultant to Staff

KDLA recently added a statewide genealogical consultant to the Archives Research Room staff to provide enhanced services for genealogical users of public records. The consultant will provide direct services to customers in the Archives Research Room; create web pages, finding aids, publications, and bibliographies for genealogists; and coordinate a public outreach program for genealogists.

Marketing Office Created

The State Library is dedicated to meeting the information needs of all state employees. A marketing office has been created to serve as a liaison to Kentucky's state government agencies and their employees. A librarian from that office is available to give presentations on the State Library's services and to promote partnerships with other state agencies seeking assistance with their research and training needs.

KDLA Staff Recognized

At KDLA, we value one of our most significant resources: the commitment and dedication of our staff. We strive to communicate openly with staff, relay expectations, convey values and seek employee involvement through the performance appraisal process. We believe it is important to the vitality and strength of our organization to recognize and reward staff through available monetary mechanisms and a continued display of appreciation for their creativity, hard work and dedication. During FY 2001, we conferred 59 monetary awards to staff. All were honored during Public Employee Recognition Week in September, 2000, and at the agency's annual awards ceremony in December.

Innovation & Technology

KDLA Hires Archives & Records Consultant

KDLA hired a consultant, Hunter Information Management, Inc., to gather data for a comprehensive written report to assess electronic and paper recordkeeping in state and local government. The report, completed in late March 2001, contained a three-year implementation strategy with several recommendations, including:

- *education and training for KDLA staff and state and local government officials;*
- *creation of an Electronic Records Advisory Committee to advance the state's capacity to achieve electronic recordkeeping;*
- *development of appraisal strategies for electronic records; and*
- *design and procurement of a Document Management Digitization System (DMDS) to provide conversion capabilities leading to the establishment of a data archive.*

The report, *Enterprise Electronic Records Program: Assessment and Report*, was completed following a four month period of data gathering, during which the consultant met with over 150 people in more than 40 meetings and focus groups. The report has provided KDLA with a number of action steps. It included a three-element approach:

Expansion of storage for archival records on paper. - The report found that unless the state committed massive funds to the digitization of paper, there would be an increased need for storage space for paper records.

Establishment of a format conversion service. - The report recommended that KDLA proceed with its plans for a Document Management Digitization System (DMDS) that would convert paper to digital image, microfilm to digital image, and digital image to microfilm.

Creation of a "Digital Archives." - The Digital Archives will encompass archival records converted to digital images and those state and local government electronic records of continuing value that are "born digital." This will be an essential element in the Commonwealth of Kentucky's strategy to manage electronic records seamlessly throughout their life cycle in the most cost-effective way.

Planning for a Building Addition & Evaluating the Current Building

The State Archives is at storage capacity. The 2000 session of the General Assembly approved \$200,000 in planning funds for an **Archival Facility Feasibility** study. KDLA's consultant provided strategic recommendations on the feasibility of an archival facilities expansion.

Consulting Engineers Evaluate Current Building

KDLA considered installing compact shelving to expand its capacity to house archival records. A structural engineer made an assessment of the building to determine whether it could handle the additional weight of shelving and records. The engineer was asked to consider both retrofitting the existing building and constructing a new addition to it.

After reviewing the engineer's options, with the help of the State Archives and Records Commission, KDLA concluded that a building addition was the most cost-effective way of providing archival storage services.

KDLA recommended in its Capital Plan the construction of a 56,000 square foot addition to the west of the KDLA building. The projected addition provides space for centralized conversion of paper records to digital form; enlarges KDLA's ability to preserve and make accessible state and local archival records; and lays the foundation for the creation of a state digital archives.

Innovations in Satellite Telecommunications/Internet Access

Pilot projects were begun in Grayson and Nicholas counties to foster technological innovations in various library service situations. In Grayson County, the bookmobile will offer full Internet and online catalog access with the installation of a bi-directional satellite. This is one of the first such projects in the nation.

Innovation & Technology

In Nicholas County, the satellite is being installed in the main library to address the need for high-speed communications in an area where a normal service provider is no longer available.

Voyager Catalog Expanding

The State Library's Endeavor Voyager catalog is available via the Internet. The system, which became operational in September 2000, was upgraded in May 2001. The library's staff is currently planning for the migration of the Archives Catalog, the audiovisual Film/Video Catalog, federal document MARCIVE records, and cataloging records for selected nineteenth century state publications into this database. The inclusion of records representing these other collections will greatly simplify researchers' access to KDLA's information resources.

Planning for Archives Catalog Conversion

The Kentucky Archival and Manuscripts Catalog (KAMCat) will become a part of KDLA's State Library catalog during the next fiscal year. Public Records and State Library Services staff have been working together for most of the year to plan this conversion. Descriptions of over 11,000 series of government records held by the department and more than 4,000 collections held in repositories around the state will become part of the State Library's Endeavor/Voyager catalog.

KYAC/KBOS – Library Discussions Via E-mail

Two new public library discussion lists were launched by the Field Services division. The Young Adult and Children list (KYAC) is devoted to Kentucky's public librarians serving children and youth. It provides individuals from around the state with a chance to share ideas, voice concerns, receive news, and make valuable contacts via e-mail.

The Bookmobile and Outreach Services list (KBOS) is a discussion list of interest to bookmobile and outreach services staff. Like KYAC, it offers the opportunity for interaction, networking, and information sharing.

“Find-It! Kentucky”

KDLA began work on a pilot project to create a Government Information Locator System (GILS) for Kentucky government information. The main component of Kentucky's GILS is “Find-It! Kentucky”, a standards-based “one-stop shopping” Internet service for the citizens of Kentucky to locate and access state and local government information found on agency web sites and in agency publications, documents, and databases. The “Find-It! Kentucky” web site is available at www.finditKentucky.net.

GILS have been constructed for the federal government, and at least ten other states, following a generally accepted GILS model. “Find-It! Kentucky” will be created through two different mechanisms. First, KDLA will have software to search, or spider, other state agency web sites in order to create a broad index of state government web resources and publications. Second, KDLA will provide in-depth description, or metatagging, of web pages from several agencies that are participating in the initial pilot. Metatags are imbedded in the web document, and their use provides a more precise and relevant search result. KDLA staff will assess this project at the end of a trial period, and provide recommendations for implementing it throughout state government.

Library Survey Leads to New Services

Based on the information needs survey of state employees, library staff instituted new procedures to provide better access to its information resources for state employees. Library card applications can now be faxed to patrons, or applications can be completed online at www.kdla.net. The state's messenger mail system and regular mail are now being utilized to deliver library materials directly to state employees.

Innovation & Technology

Tax Rate Calculation via Technology

One of the most appreciated services offered by KDLA is the calculation of tax rates available to Kentucky's public library taxing districts. Working with the Department for Local Government, KDLA began utilizing recently-developed software for calculating these rates.

E - rate Guidance

KDLA continued to assist libraries with the Universal Services Fund's E-rate program and offered workshops in several locations across the state. These sessions offered valuable information concerning compliance with recent legislation.

OCLC ILLiad

ILLiad software was installed and training in its use occurred at the State Library in August 2001. This comprehensive management system works in concert with the Online Computer Library Center (OCLC) resource-sharing component, and facilitates the borrowing and lending services provided by the State Library to its clients. Increased demands for interlibrary loan and document delivery services will now be handled more efficiently with savings of both staff time and money.

Online Library Science

KDLA staff continued to work with Lexington Community College (LCC) to deliver online library science classes. 221 students were enrolled for classes in the Fall 2000 and Spring 2001 semesters. LCC was awarded a \$210,000 grant from the Institute of Museum and Library Services and additional course offerings in Appalachian Literature and Central Kentucky Literature were made available. KDLA staff presented sessions about the program for colleagues at the Southeastern Library Association conference and at the Ohio Valley Group of Technical Services Librarians meeting.

State Library Services on the W W W

The State Library recently completed a comprehensive revision of its web pages at www.kdla.net/statelib/libraryservices.html. The web pages were enhanced with more information about the State Library and its collections. A section of links provides access to the online catalog, "Ask A Librarian" e-mail reference service, online library card application, new acquisition lists, lists of materials that support the Library's clients, and information about the Kentucky Files.

Planning for a Document Management Digitization System

The 2000 session of the General Assembly approved \$1.188 million for planning a Document Management Digitization System (DMDS) and for purchase of initial equipment for DMDS. KDLA will coordinate with the Commonwealth's vendor contract administrator to identify and select an appropriate vendor for this project. KDLA expects DMDS to be operational in its initial form by the end of FY 2001-2002.

Technology Training for Public Libraries

The State Library coordinated professional technology-related training for library employees and administrators. Workshop topics included genealogy; medical, legal and government Internet resources; and virtual collection development.

Automation Consortium Results

A consortium of libraries in Franklin, Scott and Woodford counties completed purchase and installation of upgraded or new library automation systems. This enhanced service was made possible by KDLA funding and support.

Innovation & Technology

EAD in the Kentucky Virtual Library

Encoded Archival Description (EAD) is the latest tool for making archival materials more accessible to customers. EAD is a system of tagging, or marking, each piece of information within an archival finding aid so that it can be effectively searched online. Unlike previous cataloging standards, EAD was specifically designed to handle the lengthy and often complex structure of archival finding aids. In cooperation with the Kentucky Virtual Library, KDLA used EAD to create online finding aids for its holdings of Kentucky governors' papers. Take a look at www.kyvl.org

KYVL Receives Support from KDLA

The Kentucky Virtual Library (KYVL) received significant assistance from KDLA in the form of staff expertise and financial support. State Library staff served on various KYVL committees examining issues related to technology, collections, document delivery, and marketing.

Information Technology at KDLA

Information technology is a fundamental element of the agency's service delivery to public libraries, academic libraries, state agencies, local officials and the public. Through computer workstation, server, software, network, telecommunications and printer upgrades, KDLA employees in the central office and in field offices are better able to serve their customers and share information. Workstation and server improvements have been made this year that allow for faster storage and retrieval of an increased amount of information resources. Improvements in software, printing and electronic publishing capabilities have increased the ability to publish and communicate information. Web technologies have been continuously improving, allowing more types of information to be shared via the Web, serving all our customers. All these improvements synergistically combine to enable KDLA staff to better serve libraries and library patrons throughout Kentucky.

Financial Support/Grants

Though the figures below make interesting reading, it is what they support that makes the real difference in serving Kentucky's need to know: local records, construction, library programming, continuing education, technology support, early childhood development, library-school partnerships, and as always, bookmobiles. This financial support, as well as the consultation that goes with it, is at the heart of KDLA's contribution to the Commonwealth.

KDLA entered into 109 contracts with grant recipients in 2001, and administered 18 KDLA based statewide grants.

55 Local Records Grants ***\$629,800***

Provided funds to local government agencies to improve their record-keeping practices and to preserve the information as a strategic resource.

The Local Records Branch staff has given direct service to local agencies well in excess of 500 visits. These include assisting local agencies with grant application preparation, destruction of obsolete records (1,100 cu. ft.), preparation of records for microfilming (1,400 records series) and consultations on records management issues. \$629,800 in grant assistance was approved by the Archives and Records Commission for equipment, microfilming, salaries and preservation in 55 counties.

2 Institutional Subgrants ***\$22,800***

Provided funds in partnership with the Department of Corrections to administer and provide library services to the prison population.

2 State Construction Subgrants ***\$700,000***

Kenton County - \$350,000 awarded toward the construction of a new Erlanger Branch Facility of approximately 30,000 square feet.

Marshall County - \$350,000 awarded toward the expansion of the main library in Benton with a 6,100 square feet addition.

Financial Support/Grants

State Aid

\$3,669,500

Provided funds from the state treasury to public libraries for promoting, aiding, and equalizing public library service in Kentucky.

Bookmobile Program

\$215,300

Provided funding for the purchase and repair of bookmobiles. Funds totaling \$180,400 were used for new bookmobiles and vans for Clay, Franklin, Fulton, Grayson, Lawrence, and Lewis counties. In addition, \$34,900 was available for repair grants in 20 counties.

LSTA – Federal Funding

\$2,341,909

18 KDLA based statewide grants

Provided federal funding for projects that allow KDLA to render services to libraries, local government and citizens throughout the Commonwealth. Examples of those services include regional library consultants, AV Services, Large Type Books, Reference and Collection Development, and Children's Services.

40 LSTA Subgrants, including:

Library Consortia Support

Provided funding for the continued advocacy and support of resource sharing among all types of libraries to make maximum use of information resources.

Library Consortia Computer Training Labs

Provided computer training events for library staff at three labs located throughout the state.

KY Library Information Center

Provided funding to two libraries to supplement the information needs of public libraries.

Continuing Education

Provided funds to promote and coordinate continuing education for public library staff and trustees.

Technology Support For Public Libraries

Provided professional technology training for library employees and administrators.

Library / School Partnership Subgrant

Breckinridge County Public Library - \$10,000 – To provide a shared reading experience for all county seventh graders who were making the transition to a new, consolidated middle school.

Early Childhood Development Subgrant

Estill County - \$10,000 – Provided a program, *Bridge to Literacy*, targeting at-risk children and their caregivers.

Laurel County - \$10,000 – Provided a multicultural learning experience for children using Japanese language, music and computer software.

Collection Management

Provided funding to public libraries for the purpose of selecting, purchasing and processing of print or non-print materials.

Talking Books

Provided funds for two regional libraries to provide print materials in alternative formats to individuals whose physical disability prevents them from reading print material.

KY Union List of Serials

Provided the Kentucky Union List of Serials online for the KLN OCLC Group Database.

Financial Support/Grants

Library Programming Subgrant

Kenton County - \$10,000 – Provided a partnership project with Baker-Hunt Foundation to provide art classes for at-risk children and to sponsor exhibitions of their work.

Robertson County - \$10,000 – Provided a partnership project with youth groups to offer computer workshops involving teen membership for seniors and other individuals who lack computer skills.

Scott County - \$10,000 – Provided a collaboration project with the county school district to provide homework assistance to children in grades K - 12.

Library Technology/Data Conversion Grants \$84,900

Library Technology/Data Conversion grants totaling \$84,900 were awarded to: Trimble County Public Library, Kentucky Christian College, University of Louisville, Boyd County Public Library, St. Catherine College, Rowan County Public Library, University of Kentucky, Menifee County Public Library, Murray State University and Nicholas County Public Library.

KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES Budget Summary

For the Fiscal Year Ended June 30, 2001

<u>Source of Funds</u>	<u>Amount</u>
General funds	\$13,158,900
Federal funds	2,420,900
Agency funds	<u>1,912,100</u>
Total	\$17,491,900

Serving Kentucky's Need to Know 2000-2001

- ~ *The Kentucky Board for the Certification of Public Librarians certified 166 public library staff and directors.*
- ~ *151,677 Kentuckians viewed 16,859 films and videos from the State Library's audiovisual collection.*
- ~ *Public Records division staff made 4,053 records management assistance contacts with state and local government agencies.*
- ~ *Public library staff performed a total of 1,213 searches and booked 907 items on D/MAX, the online audiovisual booking system at the State Library.*
- ~ *126,283 non-OCLC records were loaded to the Kentucky database at OCLC for resource sharing.*
- ~ *Conducted eight workshops on library Internet filtering, with over 120 public library administrators in attendance.*
- ~ *Computer Training Lab Subgrant recipients (Boone County Public Library, Lexington Public Library and Louisville Free Public Library) reported training 864 staff in technology based sessions.*
- ~ *7,335 requests were processed by the State Library Interlibrary Loan Unit (requests both to lend materials from the State Library collections and to borrow materials not owned by the State Library).*
- ~ *7,975,623 documents were microfilmed.*
- ~ *5,034,775 searches were performed in the 32 databases licensed through the Kentucky Virtual Library that is partially funded by KDLA.*
- ~ *Three teleconferences, with statewide viewing capabilities, were sponsored by KDLA.*
- ~ *8,412 rolls of microfilm were duplicated.*
- ~ *4,303 interlibrary loan requests for Kentucky libraries were referred by the State Library to libraries outside of the Southeast region.*
- ~ *Thirteen archival workshops, presentations, or tours were attended by 304 people.*
- ~ *91,043 individual preservation actions were performed on documents treated by the Documents Preservation Lab.*
- ~ *State Library collections included 113,289 books; 1,354 sound recordings; 10,593 films and videos; 53,000 federal documents and 1,070 journal and newspaper subscriptions.*
- ~ *24,553 cubic feet of records were destroyed at the end of their retention period, resulting in cost avoidance savings of \$4,419,540.*
- ~ *The Kentucky Talking Book Library and sub-regional libraries circulated 213,985 items to 4,973 users.*
- ~ *Twelve scholarships were given for librarians to attend the McConnell Literature Conference at the University of Kentucky.*
- ~ *Book sales at the 2000 Kentucky Book Fair totaled \$85,236.95. The Kentucky Book Fair grant recipients and the amounts were as follows: \$1,000 in grants to the George Coon Public Library in Caldwell County; the Fulton County Public Library, and the Grayson County Public Library. \$2,000 grants were awarded to McCracken County Public Library and the Northern Kentucky Learning Academy. Paintsville Elementary School received \$1,500, and Mayfield High School was awarded \$661. The total amount was \$9,161.00.*
- ~ *KDLA staff attended 477 work-related classes, seminars, and conferences.*
- ~ *KDLA approved Technology Plans for over 100 counties of the Commonwealth.*
- ~ *5,979 researchers were served in the Archives Research Room.*
- ~ *1,145 state publications were processed and cataloged, for a total of 14,703 items in the state publications database.*
- ~ *Competitive construction grants totaling \$700,000 were awarded to the Kenton County and Marshall County Public libraries.*
- ~ *16,086 research requests were answered in the Archival Services Branch.*
- ~ *11,322 original records were used by researchers and staff in the Archives Research Room.*
- ~ *Continuing education money was used to reimburse full or partial tuition for 42 library science classes.*
- ~ *25,601 rolls of microfilm were used by researchers in the Archives Research Room.*
- ~ *Fifty-five local records grants were awarded totaling \$629,770.*
- ~ *15,680 large print books in 224 deposit collections were circulated to 136 public libraries in 98 counties.*
- ~ *72,852 photocopies of government records were made for customer use.*

Serving Kentucky's Need to Know 2000-2001

- ~ *The State Archives Center was near capacity with holdings of 88,197 cubic feet of government records.*
- ~ *State Library funded Kentucky Union List of Serials Project staff processed 12, 029 updates to its records in OCLC.*
- ~ *The State Records Center held 140,394 cubic feet, an 11% increase from last year.*
- ~ *The State Records Center answered 21,267 requests for record use.*
- ~ *A \$10,000 competitive grant was awarded to the Breckinridge County Public Library to establish a Library/School Partnership to provide literacy related activities for 6th and 7th graders to enhance writing skills, increase reading comprehension and promote library services.*
- ~ *Two subgrants were awarded to the University of Kentucky and the University of Louisville Library systems for the Kentucky Library Information Center (KLIC) program. The officer at U of L responded to 1,360 requests and traveled to 33 libraries to install software and train library staff. The UK office served 2,300 citizens with resources from their collection.*
- ~ *483 library staff, directors, trustees, students, officials and friends of libraries attended statewide continuing education workshops.*
- ~ *Two competitive Early Childhood Development grants totaling \$10,000 each were awarded to two public libraries. The Laurel County Public Library provided a multicultural leaning experience for children using Japanese language, music and computers software. The Estill County Public Library provided a program - Bridge to Literacy- targeting at-risk children and their caregivers.*
- ~ *Competitive Library Programming grants of \$10,000 each were awarded to three public libraries. Kenton, Robertson and Scott counties were awarded the grants to provide innovative programs to meet local library needs.*
- ~ *Volunteers worked 1,025 hours to process archival records.*
- ~ *Four quarterly issues of SELECTIONOTES were web-published and distributed to public libraries for the purpose of assisting staff with materials' selection and management.*
- ~ *Six bookmobiles, cybermobile, or other outreach vehicles, at the cost of \$168,380, were awarded to Lewis, Clay, Fulton, Lawrence, Grayson, and Franklin counties. An additional grand total of \$34,890 was awarded for major and minor bookmobile repairs in twenty counties.*
- ~ *All countywide public library systems were awarded grants totaling \$914,500 for the specific purpose of enhancing their print and non-print library collections and for covering expenses for 12 regional headquarters.*
- ~ *KDLA distributed six issues of Technology Update and issued over 12 e-mail or written technology alerts to KY public libraries.*
- ~ *KDLA staff conducted over 22 other workshops or library visitations on topics as diverse as Library Automation, Educational Rate Discounts, Library Taxation, and others.*
- ~ *With KDLA's assistance, over 90 Kentucky libraries applied for and received telecommunications discounts from the E-rate, totaling over \$1,000,000 in the fourth year of the program. Discounts range from 30% to 90% for the most economically disadvantaged areas of the Commonwealth.*
- ~ *The regional library consultants supplemented KDLA's statewide continuing education program by holding planning, coordinating, and implementing 80 education opportunities for public library trustees and personnel attended by 1,125 individuals.*
- ~ *KDLA provided 341 library staff throughout the state with technology based training: Genealogy for 2000 and Beyond, GPO Access, Legal Reference Services and Resources, Searching the Internet for Medical Information and the Virtual Collection Development.*
- ~ *Regional library consultants made 948 site visits, conducted 105 orientation sessions for new trustees, facilitated 69 meetings of cooperatives, made 50,867 contacts, facilitated 112 construction meetings, 57 long range planning meetings and hosted 21 meetings for special service groups.*
- ~ *186 public librarians attended KDLA-sponsored summer reading workshops in preparation for the 2001 program called "Wild About Reading". Enrollment statewide was 95,450, an increase of 14.6% over the previous year's program.*
- ~ *Kentucky Library Information Center responded to 1,360 reference/research requests with a 97% completion rate.*